

PLUMBING PERMIT SUBMITTAL CHECKLIST

Permits are required to construct, enlarge, alter, repair, move or demolish a building or structure, to change the use of a building, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical, or plumbing system.

- New or replacement gas water heaters are processed under a [MECHANICAL PERMIT](#)
- New or replacement electric water heaters are processed under a [PLUMBING PERMIT](#)
- New or replacement exterior Storm drain, Sewer, Water lines & Grease Interceptor at the outside of the building structure are processed under a [CIVIL PERMIT](#)
- Plans/calculations/reports prepared by state licensed architects or professional engineers must be stamped and signed by the design professional.
- A business license must be applied for, approved, and obtained prior to opening
- This checklist is a general guide - completeness review will not check for code compliance

Plan review is **REQUIRED** for the following projects

- New non-residential or mixed-use buildings
- New Multifamily projects with 3 or more dwelling units (except townhouses as defined in the IRC or where indoor equipment is replaced in-kind)
- Non-residential or mixed-use addition or alteration projects
- Roof drains/overflow systems
- Tenant improvements involving: Medical gas piping, Retail, Office, commercial kitchens, food service install (Snohomish Co. Health Dept. Approval required for restaurants/food preparation)
- Oil/water separator
- Grease removal devices
- Sumps (residential sump pumps & backup power need prior approval)
- All types of laboratories

Note:

- We reserve the right to request additional information and documents as needed
- Please refer to the [Electronic Submittals Requirements](#) for naming conventions and other requirements
- Please check the [Work Exempt From Permit](#) List for work that does not need a permit

Submittal Requirements

Supporting Documents As Applicable

- Structural Calculations (if applicable)
- Manufacture's Specifications/Cut Sheet
- Medical gas plans and specifications (if applicable)

Other Agency Permits as requires

- Beverage or food service requires a menu at application submittal and Snohomish Health District approval prior to permit issuance

Plumbing Plan Set**Cover Sheet & General Project Information**

- Graphic architectural scale (1/8" = 1'-0" minimum). Details: 1/4" minimum or larger detail scale.
- Name of the project or new tenant
- Name, address, suite number (for multi-tenant buildings), and contact information of property owner(s), developer, and consultants
- Legend, Symbols, & Abbreviations; Index to Drawings
- General project description & General Plumbing Notes
- Vicinity map and north arrow
- Identify location of tenant space within building, if multi-tenant building

Code Summary

All current applicable [codes & structural design criteria](#)

- Existing buildings are evaluated using the International Existing Building Code (IEBC). Choose IEBC compliance method
 - Prescriptive, work area or performance

Plumbing Plans

- Area of each floor including existing and proposed plan that clearly identify the proposed work
- Plumbing plans, isometric plans, and riser diagrams must be submitted with all applications
- System Sizes – Size of sanitary and potable water systems
- Equipment Schedule
- Fixture Amount
- Fixture Schedule - showing the number, types, and locations of all fixtures must be provided
- Grease interceptors are required to be sized per UPC requirements and designed and stamped by a licensed mechanical engineer
 - Must include location of the grease interceptor, its capacity (in gpm or gallons), the connecting pipes, the capacities of the fixtures draining to the interceptor, and any other information deemed necessary.
- Show the size and location of gravity grease interceptors on the site plan or location of hydro-mechanical grease interceptors on the floor.
- Isometric drawings are required for multifamily, commercial kitchens, and grocery stores
- Line drawings must show all piping (water, gas, waste, and vent) materials, sizes and lengths, water source and entry, shut-off isolating valves, and backflow prevention device(s)

- Details must show construction of interceptors, piping support, firestop penetration systems, etc.
- Calculations must be provided for water meter sizing and DWV fixture units for building drain
- Water heater size, location, venting, and portable hot water distribution system
- Service water heater energy conservation compliance (efficiency, piping insulation, temperature and pump controls)
- Pressure relief devices and expansion tanks
- Provide roof drain piping calculations. Show size and location of roof drains and scuppers
- Add a statement on the plan set noting “The installation of a backflow prevention device (including those installed with a residential lawn sprinkler system) requires that a test report specified in Washington Administrative Code (WAC) 603.3.3 be provided at the job site at the time of final inspection.”